

CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

Trent Road, London, SW2 5BL. Telephone 02072744722 Email: office@corpus-christi.org.uk
Co- Headteachers: Mrs. Jean Connery and Mr. Robert Coyle



Admin & Attendance Officer

Monday to Friday, 42 weeks. Permanent contract

35 Hours per week. Starting Salary £23,838 FTE (£22,077 Pro-rata)

We are fully committed to increasing the diversity of our workforce and actively encourage applicants from Black and Minority Ethnic communities.



We are an outstanding two form Catholic Primary School in Brixton. Our values of inclusion, achievement, development and empowerment and are at the heart of everything we do.

We are looking for an Admin & Attendance Officer who shares these values to join our team.

We are looking for candidates who have the following:

- GCSE at level A-C in English and Mathematics
- Experience working in a school environment or other educational setting
- Experience analysing data and producing reports and identifying key insights
- Ability to use IT systems and to conduct analysis and produce reports
- Good knowledge of Excel, Word and other design packages
- Ability to research solutions and obtain best value
- Willingness to provide the best possible opportunities for all pupils



We are looking for the following competencies:

- A team player who is committed to the best outcomes for the school with the flexibility to make things happen.
- Excellent communication skills.
- Excellent planning and organisational skills.
- Organised, proactive and self-motivated



Closing Date: 6/7/22

Interviews will be held on: 12/7/22

Corpus Christi school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an **enhanced DBS clearance**.

We feel that making a visit to our school is a very important aspect of the recruitment process. Please call Ms S Ruiz 020 7274 4722 to make an appointment. Application packs can be downloaded from www.corpuschristischool.co.uk and should be submitted by 12 noon on the closing date to sruiz@corpus-chisti.org.uk



Applications can **only** be accepted on the available Catholic Education Service Application Form **CV's will not be considered**.